

Brougham Street Nursery School Governing Body

Minutes of Meeting of the Full Governing Body

Date and Time: Thursday 2nd September 2021 at 4.00pm
Location: Brougham Street Nursery School

Present:

Heather Mason, Michael Pettavel, Daisy Cairns, Jennifer Dean

Clerk: Sallie Wareham

1. Opening:

Heather Mason opened the meeting of the Brougham Street Nursery School Governing Body at 4.00pm on 2nd September 2021

2. Apologies for Absence:

Ian Turvey, Ann-Marie Merifield and Jonathan Carter

3. Declarations of interest:

None

4. Identification of confidential items:

none

5. Identification of urgent items to be included:

None

6. Approval of Minutes from 1st July 2021:

The minutes of the meeting held on 1st July 2021 were unanimously approved as a correct record of that meeting. Chair has signed a copy for the record. These minutes can be published onto the school website.

ACTION SCHOOL OFFICE

7. Matters arising not covered elsewhere:

none

8. Governor Compliance

- NGA Code of Conduct re-issued to all Governors in advance of the meeting and accepted by all present. Absent Governors accepted this document remotely and all acceptances were recorded by the Clerk.
- Standing Orders including scheme of delegation to Headteacher were adopted in 2020 and there are no material changes to the document this Autumn. Governors will appoint a new member to the HT performance management committee (to replace Ciara White) and this is carried forward to the next meeting.
- Declaration of business and personal interests were made by all governors present at the meeting. Clerk to follow up with absent members and report back at next meeting.
- Annual declaration of gifts and hospitality for year 2020/21 was made in person by those present and remotely by absent members. The Chair has recorded a nil return for the file.
- Governor monitoring schedule to be carried forward to next meeting.

- The Complaints committee membership will consist of Jenny Dean, Ian Turvey and Johnathan Carter
- Governors were issued with the volunteer Privacy notice for the nursery.

9. Review Governor training and development

- There are 3 Current vacancies on the Governing body. 1 Parent Governor and 2 Co-opt Governors. Governors asked the Clerk to assist the Nursery Administrator to begin the parent governor election process. **ACTION CLERK**
- Election of Vice Chair was carried forward to the next meeting

10. Policies for Review:

The following policies were reviewed and adopted:

- Budget Management
- Staff Pay policy
- Charging and Remission Policy
- Intimate Care Policy
- General complaints policy (including leaflet)
- Keeping children Safe in Education

The following policies will be carried forward to the next meeting:

- Social Media Policy
- Safeguarding (Child Protection) Policy

The Governing body are awaiting recommended updates to the Safeguarding Policy template from the Local Authority that are expected in September. The policy will be reviewed again at the next meeting.

11. Any Other Business:

None

12. Date for next meeting of Full Governing Body:

The proposed dates for forthcoming meetings are:

Tuesday 5th October – 6pm at Nursery

Tuesday 30th November – 7pm remote meeting

Tuesday 15th February 2022 – 6pm at Nursery

Tuesday 5th April 2022 - 7pm remote meeting

Tuesday 24th May 2022 - 7pm remote meeting

Tuesday 5th July 2022 - 6pm at Nursery

The Chair declared the meeting closed at 5pm